Approval Process for Verifying Learning (Approvers)

User begins process	Step 1 Approval: Supervisor	Step 2-6 Approval (including Auto Approver*)		User completes training	Verification Approval: Supervisor	
User submits an SF-182 form in LearningLink	Request is approved / Request is denied	Request is approved / Request is denied	Training appears on User's Learning Plan	User submits verification of learning	Request is approved / Request is denied	Training Appears on User's Learning History

**Note**: Supervisor Approval is routed to the direct supervisor.

The number of approval steps may vary based on your agency's approval policy, with up to six levels of approval possible. If all six levels are not utilized by your agency, your request will automatically be approved in the system, and you will be notified that your request has been approved by LearningLink's Auto Approver.

Prior to submitting the SF-182 form, employees will be asked to certify the following:

- He/she has informally discussed this training with his/her supervisor and received informal approval
- He/she agrees to complete the training if it is approved
- He/she agrees to continue serving in the Department for at least three times the number of hours spent in training for any single training over 80 hours or $1,500 per DPR 410

Approval Process for Verifying Learning

1. You will receive a notification email informing you that you have a verification request pending. You will also notice a box on your homepage informing you that there's a request. Select the 'Approvals' link on your LearningLink homepage. This can be found under Easy Links.
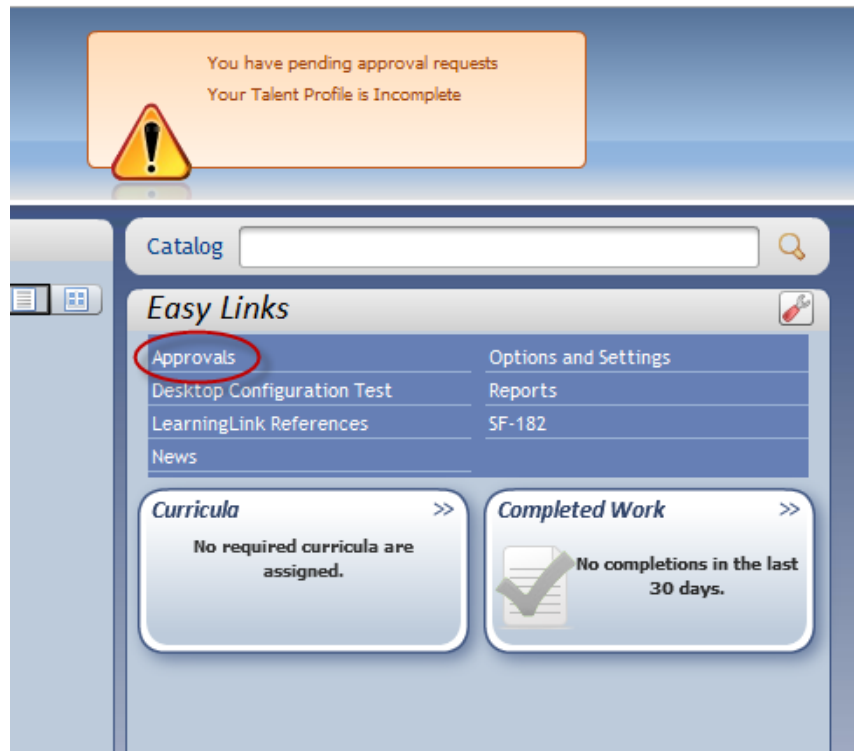
2. You will be directed to the Pending Reviews and Approvals page, where you can Approve, Deny, or Skip a request. Select an 'External Verification Request' and click 'Next.'

Note: The function of the "Skip" button is to allow an approver to wait to address some requests *if there are multiple requests*.
- All requests must have either "Approve", "Deny", or "Skip" selected.
- To address some requests later, select "Skip" for those.

You have the option to add comments on the Pending Reviews and Approvals page.
Click 'Next.'

Pending Reviews and Approvals   ⓘ Help

Approve or Deny → **Approval Reasons**

Enter a reason for approving your employee's training request below.

[Previous] [Next]

Approval Reasons

User Name and Schedule	Approval Reason (optional)
Cranston, Rebecca jan1	

3.   Review the course and the price and click 'Confirm.'

Pending Reviews and Approvals   ⓘ Help

Approve or Deny → Approval Reasons → **Confirm**

[Previous] [Confirm]

Approve

User Name	Title	Price
Cranston, Rebecca	jan1	0.00

4.   You will receive an email notification informing you of your employee's
registration.